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ABSTRACT

This study discusses the presence of women in non-traditional positions funded by CETA II and VI and the CETA programs, policies, and procedures offering opportunities for women to enter non-traditional occupations. Information was collected via interviews and questionnaires to determine the status of CETA workers in the Mid-Willamette Valley Manpower Consortium. CETA jobs were classified, then defined as traditional or non-traditional women's jobs. Findings indicate that the percentage of women in the CETA positions is higher than the percentage of women in the national work force. Of the CETA positions, women occupied 90.4% traditional jobs, 9.3% non-traditional jobs and 52.7% neutral jobs. A distinct salary gap between men and women in the study is evident. Seven recommendations are included to assure women equal access to CETA programs and to equal opportunities in traditional and non-traditional jobs. (SA)

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WOMEN IN NON-TRADITIONAL JOBS IN THE MID-WILLAMETTE VALLEY MANPOWER CONSORTIUM

A Research Project

of

THE GOVERNOR'S COMMISSION FOR WOMEN

Executive Department

State of Oregon

June 1978

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Introduction

The purpose of CETA Titles II and VI is to provide job training and employment opportunities for economically disadvantaged, underemployed and unemployed persons, of which women are a large percentage. Not only do women face greater barriers for entry into the workforce, but once there, women workers are concentrated primarily in lower paying, traditionally female occupations.

Women are underutilized in certain job categories and certain position levels in relation to their capabilities. Such underutilization and underemployment necessarily results in a disproportionate distribution of women at lower pay scales while men control the higher paying non-traditional jobs.

The purpose of this study is to determine whether CETA Titles II and VI provide women with training and job opportunities in non-traditional occupations. The study focuses upon the following issues:

1) What is the presence of women in non-traditional CETA II and VI funded positions?

2) Does the CETA program have the impact of perpetuating the presence of women in primarily traditional positions with the corresponding low pay scales?

3) What CETA programs, policies and procedures exist to enhance opportunities for women to enter non-traditional occupations?

Background on CETA

This study is concerned with CETA Titles II and VI which are intended to provide umemployed, underemployed and disadvantaged persons with transitional public service employment. Selection of participants (employees) emphasizes the placement of veterans, welfare recipients, former manpower trainees, disadvantaged and long term unemployed persons. CETA seeks to assure that training and other services lead to maximum employment opportunities and to enhance self-sufficiency by establishing flexible and decentralized systems of federal, state and local programs.[1]

CETA funds are administered by the Department of Labor through regional offices, and then through local "Prime Sponsors" such as the Mid-Willamette Valley Manpower Consortium. The Consortium is composed of three counties - Marion, Yamhill and Polk. Three county commissioners from each county form the Board of Directors which gives final approval for project and position proposals. CETA is intended to provide supplementary public services and employment that will lead participants to non-CETA employment.

The amount of funding available to the Consortium is determined by the application of federal guidelines to the area rate of unemployment in relation to the population. Currently the funding for the Consortium (excluding the cost of administration and support services) is 10% to private non-profit organizations, 10% to state and regional agencies, and 80% to local government agencies. Marion County receives 36.7% of the funds, Polk County 11.8%, Yamhill County 20.6% and the City of Salem 30.9%.[2]

Positions and projects are funded by approval of the Board of Directors of a grant proposal submitted by a potential sub-grantee. The Consortium provides technical assistance to those who wish to make a grant proposal to obtain funding for positions. Upon approval of a grant, the sub-grantee lists the position with the State of Oregon Employment Division and may also seek applicants privately.

Persons filling the CETA positions (participants) must meet CETA eligibility requirements which give consideration to the length of time

unemployed, receipt of welfare and veteran status. The participants make initial contact with the Consortium beginning with the certification interview and an orientation of how CETA operates. Further contact is made by a field representative who meets with the participant at least once every six months.

A person may hold a CETA position for only a limited time. This is often one to two years. There is also a salary ceiling of $833.00 for CETA positions. However, this salary may be supplemented by the sub-grantee to make the CETA position salary commensurate with similar positions within the sub-grantee agency.

Background on Women and Work

There were 38.6 million women working in America in January, 1977. In November, 1977 working women totaled 41.1 million, representing an increase of 2.5 million women in the labor force in a ten month period. Labor force projections estimate that by 1990, 11 million women will join the labor force, representing more than one out of every two women over the age of 16.[3]

Despite the rapid growth in the number of women workers, approximately 80% of these women are employed in low paying traditionally female occupations.[4] Of 441 occupations listed with the Census Occupational Classification System, the majority of women appear in only twenty.[5] These occupations are clerical, retail sales, factory and plant work, pink collar work in the beautician trades and service work. In each of these occupations, women were at the bottom of the pay scales. "Women are 98% of all secretaries; 94% of all typists; 78% of all clerical workers; 95% of all private household workers; 64% of all service workers; less than 10% of skilled workers; less than 5% of top management jobs."[6] (See Figure 1.)

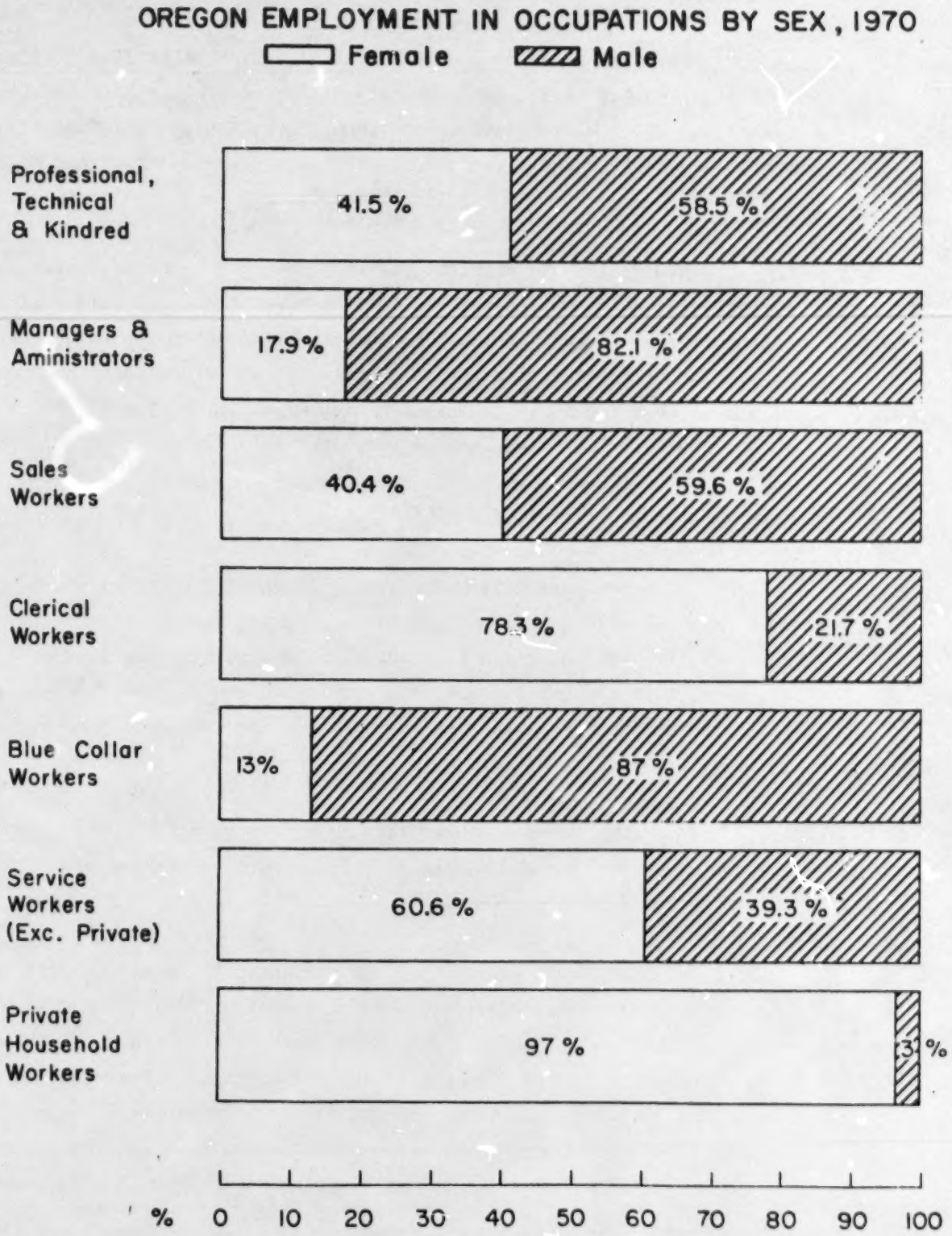
Several myths serve to perpetuate and provide rationales for the underemployment of women workers. One of these myths is that women work only for a little extra pocket money. Women work for the same reasons

as men, out of economic necessity and for a sense of personal worth. Two-thirds of all working women are the sole support of their families, or are single or divorced or separated from their husbands or have husbands whose earnings are less than $7,000 a year.[7] It is often the woman's earnings which keep the family income above poverty level. Although women have identical economic needs as men, women continue to earn significantly less than men. In 1976, the national median annual earnings for full-time women workers was $8,312 - only 60% of men workers median of $13,859.[8]

In an effort to explain the earnings gap between men and women, statisticians have made adjustments for differences in education, occupation and continuity of work experience; but even after adjustment for these factors, earnings for women are still lower than for men with comparable positions. The undefined element is undoubtedly sex discrimination. Sex discrimination affects the potential of women to earn an adequate income and to advance in the job market to the fullest extent of their abilities.[9]

Sex discrimination and the earnings gap are most evident in the salary ranges of traditional jobs. Comparable worth studies have found that most traditional jobs earn less than non-traditional jobs even though job requirements are the same. In Washington, a comparable worth study of public jobs was done by assigning points on the basis of knowledge, skills required, mental demands, accountability, and working conditions. Clerk typist, a traditional job, earned far less than a warehouse worker, though both had the same number of points. A traffic guide with half as many points as a licensed nurse still earned $1,000 per year more.[10]

FIGURE 1



SOURCE: Jan Newton, and Sandy Gill, Women Workers in Oregon: A Portrait in Time, A project of the Labor and Education Center, University of Oregon, Eugene, Spring 1978, p 10.

Methodology

The study sample was composed of all CETA Titles II and VI positions (hereafter called CETA) within the Mid-Willamette Valley Manpower Consortium which were filled at the time of the study. The Consortium provided data from their records listing the agencies which had CETA positions.

Information was obtained directly from the agencies by two different methods. Agencies which employed four or more persons in CETA positions were requested to contact the Commission to arrange an interview for completion of the questionnaire. Questionnaires were mailed to those agencies with less than four CETA positions. (See Appendix for the form of the questionnaire.) The questionnaire requested information about the sex, salary, and job description of both CETA and non-CETA employees. CETA positions were separately identified.

Responses were received from 104 of the 113 agencies which had CETA positions. The response rate for those agencies which received a questionnaire was increased from 58% to 69% by mailing a follow-up letter. For those agencies which received a request to contact the Commission for an interview, the response rate was greater, increasing from 76.5% to 94.5% after a follow-up letter.

An effort was made to contact by telephone all the agencies which did not respond after two mailings. Of the total number of agencies in the sample, 9.74% failed to respond.

Data on non-CETA positions was collected to obtain information about the general employment picture for agencies having both CETA and non-CETA positions. For the purposes of this report, non-CETA positions were categorized by job description and sex while CETA positions were classified by job description, sex and salary. No salary data is utilized in this report for non-CETA positions since the artificial ceiling of $833 for CETA positions makes any salary comparisons between CETA and non-CETA positions inconclusive.

More detailed job classifications were assigned to CETA than non-CETA positions because the focus of the study was primarily on CETA positions and a more detailed classification was appropriate. For instance, the broad classification "Professional and Technical" for non-CETA positions is more specifically defined for CETA positions by the following classifications: Teachers and Librarians; Health; Professional and Technical: Social Services; and Professional Technical: Non-Social Services.

For the purposes of this study, CETA positions were classified as follows:

1) Secretarial — Includes Receptionist and Administrative Assistant.

2) Teachers and Librarians

3) Teacher's Aides and Library Aides

4) Clerical — Includes Typist, Clerical Specialist, and Radio Dispatcher.

5) Food Service

6) Health — Includes R.N., Health Educator, and Health Aide.

7) Skilled and Unskilled Labor — Uncludes Laborer, Maintenance, Utility, Groundskeeper. Does not include skilled craft work.

8) Supervisors and Managers of Skilled and Unskilled Labor

9) Crafts — Includes Carpenter, Mechanic, Draftsman, and Outdoor Supervisor.

10) Custodial

11) Fire, Security and Police — Includes Police Officer, Deputy Sheriff, Security Guard, and Firefighter.

12) Professional and Technical: Social Services

Includes Counselor, Director of Social Service Agency, Youth Outreach Worker, and other social service specialists.

13) Professional and Technical: Non-Social services

Includes Attorney, Building Inspector, Planner, Artist and Curator.

Occupation classifications were then defined as either traditional, or non-traditional as follows:

Traditional	Non-Traditional
Secretarial	Custodial
Teachers and Librarians	Fire, Security and Police
Clerical	Skilled and Unskilled Labor
Food Service	Supervisors and Managers for Skilled and Unskilled Labor
Health	Crafts

Two of the occupation classifications, Professional and Technical: Social services and Professional and Technical: Non-Social Services, include both non-traditional and neutral positions.

Each of the 597 positions were analyzed and assigned to an occupation classification on the basis of the type of activity performed. After job descriptions were assigned to an occupation classification, the job description was further evaluated to determine whether the activity was consistent with the traditional or non-traditional nature of the classification. (See Appendix for lists of individual job descriptions which are traditional, non-traditional and neutral.)

Each of the job descriptions falling within traditional occupation classifications were actually traditional in nature, with the exception of a male Health Educator, a neutral position. The same was true for non-traditional classifications. Normally one would find both traditional and non-traditional

job descriptions within a specific occupation classification, eg., some national statistics report traditionally male occupations such as Mail Carrier, Postal Clerk, Stock Clerk and Storekeeper as Clerical.

Findings

Of the CETA positions, 239 (40%) were traditional, 227 (38%) were non-traditional and 131 (22%) were neutral. Women occupied 216 (90.4%) traditional jobs, 21 (9.3%) non-traditional jobs, and 69 (52.7%) neutral jobs. It should be noted that of the 21 non-traditional jobs held by women, four were law related and required an extensive education. (See Figure 2 and 3.)

Overall, women held 51.3% of all the CETA positions in this study. The fact that the percentage of women in these CETA positions is higher than the percentage of women in the national work force (40%) could be explained as follows:

1. 90% of the sub-grantees were governmental agencies which employ predominately women at lower pay scales
2. a significant number of these CETA positions are social service in nature and are traditionally held by women
3. occupations paying less than $833 per month are generally considered to be female work.

These factors may also explain why women held 90% of the traditional CETA positions in this study as against 80% for traditional jobs nationally.

Of the non-CETA positions reported by the sub-grantees, 46% (5613) were held by males, and 54% (6581) were held by females. Although the lines are blurred between traditional, non-traditional and neutral non-CETA positions due to the broad classifications, some comparisons can be made between certain CETA and non-CETA job classifications. For the typically traditional classifications of Clerical and Related in the non-CETA positions, which include Secretarial, Teacher and Library Aides, and Other Clerical, 91.5% of the positions were held by women. In the CETA positions which include Secretarial, Teacher and Library Aides, and Clerical, 91.9% of the positions were held by women. (See Figure 4.)

In the Custodial classification which is a generally non-traditional occupation, the non-CETA data shows 90.1% of the positions are held by men. The CETA information shows that 92% of these jobs are held by men.

There is a noticeable salary gap between men and women in this study. Although CETA has a maximum salary contribution of $833 per month, many positions included in this study paid in excess of that amount because of salary contributions by the sub-grantee. Salary comparisons between men and women are based upon figures which represent the total salary including any contributions by the sub-grantee. On that basis, men earned on the average $777 per month, while women earned $676 per month. (See Figure 5.)

Of 92 positions paying $851 to $1300 (including CETA maximum of $833 and the sub-grantee contribution), 75% (69) were held by men and 25% (23) by women.

FIGURE 2

SALARY RANGE

M - MALE
F - FEMALE

$400 and under	500	600	700	800	900	1000	1100	1200	$1300		OCCUPATION CLASSIFICATION
2	7	46	15	6	1		2			F	SECRETARIAL
		3	1	1	1		2			M	
			2	8	2		1			F	TEACHERS AND LIBRARIANS
				1						M	
2	25	15	13	9	2					F	TEACHER'S AIDES AND LIBRARY AIDES
		4	2	1						M	
1	9	21	18	8						F	CLERICAL
	2	2			1					M	
					1					F	FOOD SERVICE
										M	
		2	3	1						F	HEALTH
		1				1				M	
4				1						F	SKILLED AND UNSKILLED LABOR
11	1	11	35	37	5	1				M	
										F	SUPERVISORS AND MANAGERS FOR SKILLED AND UNSKILLED LABOR
			3	1	1					M	
	2									F	CRAFTS
			7	4	2					M	
		1								F	CUSTODIAL
		1	5	5	1					M	
			3	2		1		1		F	FIRE, SECURITY AND POLICE
			5	18	14	12	5	1		M	
1	1	6	14	18	5	2				F	PROFESSIONAL AND TECHNICAL: SOCIAL SERVICES
		4	7	21	4	6				M	
		2	6	9	3		1	1		F	PROFESSIONAL AND TECHNICAL: NON-SOCIAL SERVICES
		1	10	17	8	2		1	1	M	
10	44	93	74	62	14	3	4	2	0	F	SUBTOTAL BY SEX AT EACH SALARY
11	3	27	75	106	37	22	7	2	1	M	
21	47	120	149	168	51	25	11	4	1	*	TOTAL AT EACH SALARY

Figure 3

Women in Non-traditional Jobs	Total Number 21 (9.3% of the non-traditional jobs in the sample)
Job Description	**Sub-Grantee**
1. Maintenance 1	City of Salem
2. Police Officer	City of Salem
3. Police Officer	City of Gervais
4. Deputy Sheriff	Marion County
5. Law Clerk	Marion County
6. Attorney	Marion-Polk Legal Aid
7. Attorney	Prisoner's Legal Services of Oregon
8. Dog Control	Polk County
9. Security Assistant	Dallas Public Schools
10. Custodian	Valsetz Public Schools
11. Community Schools Aide (Security)	Mt. Angel School District
12. Offset Press Operator (2)	Dallas Public Schools
13. Regional Library Relief Driver	Chemeketa Community College
14. Van Driver	Chehalem Parks and Recreation Dept.
15. Recycling Center Manager	Portland Recycling Team
16. Planner	Yamhill County
17. Client Cemetery Trainee (2)	Garten Foundation
18. Project Worker (2)	Shangri-La

Men in Jobs Traditional For Women	Total Number 24 (10% of the traditional jobs in the sample)
1. Parking Control Attendant (2)	City of Salem
2. Administrative Assistant	Salem Arts Association
3. Switchboard Operator (2)	Cry of Love
4. Health Aide	Polk County
5. Administrative Assistant	Oregon Industries for the Blind
6. Clerical Specialist	Oregon Industries for the Blind
7. Dispatcher	Red Cross
8. Administrative Assistant	City of Silverton
9. Library Aide	City of Silverton
10. Clerical Assistant	Children Services Division
11. Teacher	Salem Child Development Center
12. Teacher Assistant	Central School District
13. Teacher Aide (5)	Salem Public Schools
14. Administrative Assistant	City of Salem
15. Fire Dispatcher	City of Salem
16. Clerk Typist	Marion County
17. Library Assistant	City of McMinnville
18. Clerical Specialist	Board of Police Standards and Training

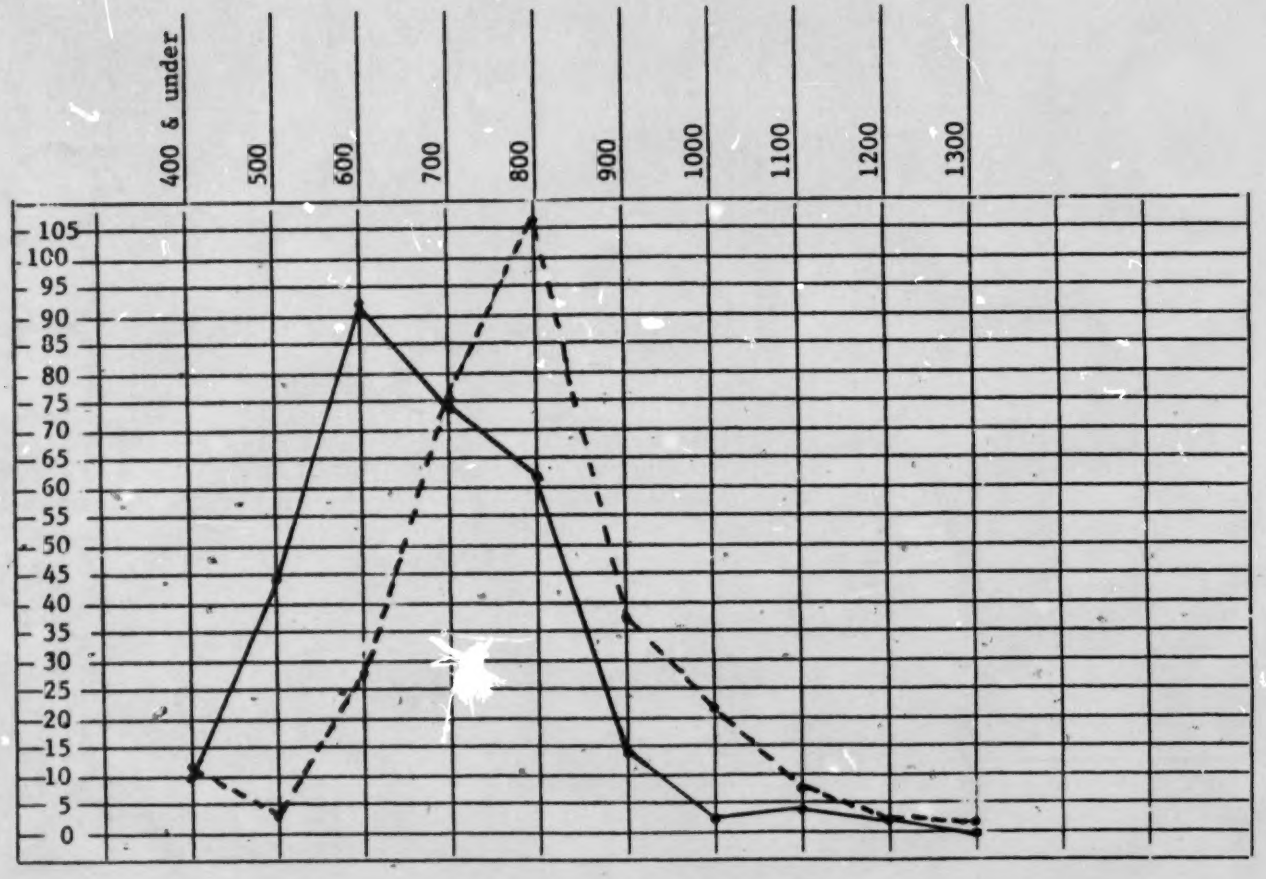
FIGURE 4

OCCUPATION BY SEX

NON CETA FUNDED POSITIONS (AGENCIES USING CETA FUNDS, 11/77-2/78)

OCCUPATION		MALE	FEMALE
Professional & Technical	Teachers	1031	1383
	Medical	23	213
	Other	1406	1163
Managers & Administrators		953	329
Protective Service	Police	283	4
	Fire	138	0
	Security	153	310
Crafts & Forepeople		207	12
Laborers		490	35
Transport Equipment Operators		59	50
Clerical & Related	Secretarial	156	1983
	Teacher & Lib Aides	24	330
	Other Clerical	51	172
Service	Custodial	320	35
	Food	26	223
	Supervisory	293	339

SALARY RANGE (Includes positions which are supplemented by sub-grantee over the CETA ceiling salary of $833)



ACTUAL NUMBER OF PARTICIPANTS AT EACH SALARY RANGE

FIGURE 2

———— FEMALE PARTICIPANTS

---------- MALE PARTICIPANTS

Evaluation

CETA is designed to maximize the potential employability of unemployed, underemployed and disadvantaged persons. Women are 51.3% of the CETA employed in this Consortium, a participation rate that is 11% higher than that for the national labor force. However, 51.3% women is less than adequate when consideration is given to the fact that two out of every three persons below poverty level are female. In addition to the problem that the entry rate for women does not reflect the comparatively greater need of women for CETA services, those women who do participate in the CETA program are employed in predominately traditional and low paying jobs. Although many traditional CETA jobs pay a reasonable starting salary, they nevertheless involve low job status and provide little opportunity for upward mobility. Non-traditional jobs, while having similar starting salaries as the traditional jobs under CETA, offer greater upward mobility and opportunity for substantially higher wages in the general job market.

Due to the structure of Titles II and VI, the Consortium is not directly involved in the actual placement of participants into positions. Thus the Consortium does not presently have a direct method to place women into non-traditional jobs. Efforts by the Consortium to bring women into non-traditional jobs and traditional jobs with comparable worth wages must originate in the criteria used for funding proposals and in special projects which place an emphasis on placing women in non-traditional jobs.

Although CETA requires affirmative action provisions in each grant, these provisions are not currently being enforced and there appears to be no effective means of enforcement available. The Consortium presently does not have funds, staff or procedures with which to enforce the provisions. The lack of adequate safeguards prevents these CETA programs as now implemented, from addressing the unique problems of women and minorities. Compliance with affirmative action provisions should be a condition for obtaining and maintaining a CETA grant. Contracts should be revoked or suspended when sub-grantees are in violation of the provisions.

The Consortium presently does not monitor or analyze the status, progress or lack of progress of women within Titles II and VI. Thus the disparity between the incomes of men and women participants and the fact that women predominate in traditional jobs can not be easily identified. Patterns of sex discrimination and sex role stereotyping must be pinpointed. CETA and the Consortium will not meet the goal of enhancing the self-sufficiency of all participants unless women have equal access to non-traditional jobs, and receive comparable worth wages from traditional jobs.

Recommendations

Since two-thirds of the nation's poor are women,[11] CETA should concentrate its efforts to assure women equal access to CETA programs, and to equal opportunities in traditional and non-traditional jobs, and evaluate and remedy any disparities in salaries by using comparable worth standards. Recommendations to address these issues are:

1. The Consortium should devise and implement public information programs to inform employees, sub-grantees and participants, particularly women, of barriers and myths which prevent women from full participation in non-traditional jobs.

2. The Consortium should design, implement and enforce an affirmative action program. This program must be provided with an adequate budget and staff and have enforcement powers based on pre-established guidelines.

3. CETA sub-grantees should be required to demonstrate that all positions are paid on a comparable worth basis, that is "equal pay for work of equal value". A comparable worth study should be done for each position using objective work criteria, such as skills required, training necessary and work conditions. The implementation of comparable worth pay scales would minimize the present wage differential between male and female participants.

4. A regional directive should be issued stating that the placement of women in non-traditional jobs and the placement of women in traditional jobs which are upwardly mobile and are paid on a comparable worth basis is a top priority for CETA grants. The directive should be integrated into the existing grant application process.

5. Programs should be developed to address the special employment problems of women, such as adequate child care, part-time and flexible time hours and training for non-traditional jobs. These programs could be modeled along the lines of Job Corps or the RISE program. It is essential that such a program focus on the particular needs of women entering or reentering the job market by including basic job and communication skills. These programs require stable and long term funding.

6. An individual should be designated to monitor the progress or lack of progress and the status of women in the CETA programs and to provide up to date information to the Consortium. Record keeping systems should be devised which will accurately and readily reflect the status of women and minority participants.

7. CETA should fund grant proposals for programs which not only develop opportunities for women in CETA positions, but also enhance each participant's transition into the general job market. Such grant proposals might include the following:

a) Audio-visual programs for high school students on women in non-traditional jobs which illustrate the wage gap between traditional and non-traditional jobs.

b) Workshops on traditional employment with upward mobility and comparable worth wages and non-traditional employment which are accessible to women on welfare and other women who are eligible for CETA participation.

c) Workshops for vocational counselors, employers, subgrantees, and other persons and organizations who have contact with women workers.

d) Resource materials for the public including pamphlets, public service announcements on radio and television and other types of publicity to encourage women to consider non-traditional jobs and to encourage employers to hire women in non-traditional jobs.

e) Programs to provide women with skills, training and support to prepare them to enter non-traditional jobs. Such programs could be modeled after New Skills For Women, a program in Josephine County which prepares low income women for non-traditional positions.

Appendix A - Footnotes

Appendix B - Bibliography and Reading List

Appendix C - Resources

Appendix D - Classification of Occupations on the Basis of Traditional, Non-Traditional and Neutral Characteristics

Appendix E - Sample Questionnaire

APPENDIX A

FOOTNOTES

1 Statement of Purpose, Comprehensive Training and Employment Act of 1973.

2 Judy Redden, Operations Supervisor, Public Service Employment, Mid-Willamette Valley Manpower Consortium, Salem, Oregon, May 1978, personal interview.

3 "Twenty Facts on Women Workers", Women's Bureau, U.S. Department of Labor, 1974.

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APPENDIX B

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APPENDIX C

RESOURCES

Center For Displaced Homemakers
1627 Agate Street
Eugene, Oregon 97403
(503) 686-4220

Coalition of Labor Women
1035 S.E. 20th Street
Portland, Oregon
(503) 2333-9691

National Commission on Working Women
Center for Women and Work
1211 Connecticut Ave N.W.
Suite 400
Washington D.C. 20036

Non-Traditional Jobs Project
Employment Division
WIN Program
Eugene, Oregon

RISE Program Linn County Extension
225 Calapooia
Albany, Oregon 97321
(503) 926-7681

Women's Job Placement Center
5329 N.E. Union Street
Room 205
Portland, Oregon
(503) 288-6361

APPENDIX D

CLASSIFICATION OF OCCUPATIONS ON THE BASIS OF TRADITIONAL, NON-TRADITIONAL, AND NEUTRAL CHARACTERISTICS

Non-Traditional Occupations	Traditional Occupations
Assistant Building Inspector	Secretary
Attorney	Bookkeeper
Building Inspector	Clerk
City Administrator	Clerk Typist
Contract Procurement and Marketing	Records Clerk
Deputy Watermaster	Microfilm Clerk
Director	Receptionist
Land Use Planner	Office Manager
Law Clerk	Office Assistant
Planner	Credit Manager/Bookkeeper
Planning Technician	Keypunch Operator
Property Appraiser	Competency Secretary
Purchasing Analyst	Operations Clerk
Recycling Manager	Health Aide
Maintenance	Public Health Nurse
Parks Restoration and Development	LPN
Groundskeeper	Community Home Health Aide
Utility Worker	In Home Care Aides
Public Works	Administrative Assistant
Laborer	Administrative Specialist
Project Worker	Switchboard Operator
Warehouse Person	Dispatcher - Fire, Police & Red Cross
Warehouse Supervisor	Clerk Matron
Construction	Kitchen Supervisor
Surveying Aide	Social Worker
Soil Conservation Aide	Recreation Therapist
Engineering Aide	Language Arts Aide
Mechanic	Home Tutor
Carpenter	Library Aides and Assistants
Draftsman	Teachers's Aides and Assistants
Offset Press Operator	Parking Control Attendant
Woodworking Supervisor	Teacher
Truck Driver	Librarian
Outdoor Supervisor	Child Care
Stores Clerk	
Programmer Trainee	
Veteran's Courier	
Police Officer	
Corrections Officer	
Deputy Sheriff	
Jailor	
Animal Control	
Firefighter	
Field Fire Monitor	
Security Guard	
On Site Manager	
Client Grounds Trainee	
Custodian	
Transportation Officer	
Lab Technician	

CLASSIFICATION OF OCCUPATIONS ON THE BASIS OF TRADITIONAL, NON-TRADITIONAL, AND NEUTRAL CHARACTERISICS

Neutral Occupations

Social Services Agencies--
- Director
- Assistant Director
- Coordinator
- Assistant Coordinator
- Supervisor
- Outreach Worker
- Advocate
- Manpower Specialist
- Drug and Alcohol Specialist
- Community Program Specialist
- Human Resource Specialist
- Vocational Project
- Education and Prevention
- Behavior Management Specialist

Therapy Technician
Recreation Therapist
Counselor
Assistant and Aides
Loan Officer
Research
Curator
Probation Officer
Federal Grantwriter
Planner Assistant
Public Information Officer
Russian Liasion
Artist
Speech, Language and Hearing Specialist
Paralegal

APPENDIX E

Name of person filling out questionnaire:

Agency:

phone number:

PLEASE RESPOND TO THESE QUESTIONS FOR EACH CETA POSITION CURRENTLY FILLED IN YOUR AGENCY - (Note: Separate set(s) of questions below for more than one CETA position.)

1. What is the title of the CETA position?

2. What duties does the person perform in this position?

3. How many people applied for this position?

4. How many were males? How many were females?

5. What sex is the person you hired?

6. What is the salary range for the position?

(If more than one CETA position, use form(s) below.)

1. What is the title of the CETA position?

2. What duties does the person perform in this position?

3. How many people applied for this position?

4. How many were males? How many were females?

5. What sex is the person you hired?

6. What is the salary range for the position?

GENERAL EMPLOYMENT PRACTICES

1. If your organization has an affirmative action program, what is the nature of it?

2. How many people are employed by your agency?

3. Please provide information which lists the various non-CETA job categories in your agency, the corresponding salary paid for said job, and the number of each sex in each job category.